



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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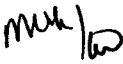
Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

March 9, 2006

MEMORANDUM

To: Legislative Oversight Committee Members
Commission for MH/DD/SAS
Consumer/Family Advisory Committee Chairs
State Consumer Family Advisory Committee Chairs
Advocacy Organizations and Groups
North Carolina Association of County Commissioners
County Managers
County Board Chairs
North Carolina Council of Community Programs
State Facility Directors
Area Program Directors
Area Program Board Chairs
DHHS Division Directors
Provider Organizations
MH/DD/SAS Professional Organizations and Groups
MH/DD/SAS Stakeholder Organizations and Groups
Other MH/DD/SAS Stakeholders

From: Mike Moseley 

Re: **Communication Bulletin #054**
Standardized Contract for State-Funded Services
Standardized Guidance on Provider Billing Requirements
Standardized Excel Billing Format



As outlined in Communication Bulletin # 53, Provider Action Agenda, one of the strategies that has been identified as a way to promote stability and quality in the provider community is to reduce the variation that currently exists in some fairly routine processes. All of the providers and consumers who participated in the Provider Summit last November identified this as their number one priority.

In response, we have worked with representatives of the Local Management Entities (LMEs) and providers to develop the attached products: 1) a standardized contract between LMEs and providers for the purchase of state-funded (non-Medicaid funded) services; 2) a document which outlines the standardized elements that LMEs may require on claims submissions and the supporting documentation they may require to have submitted with the claim ("clean claim"), the allowable formats in which claims can be submitted, and the reasons LMEs may deny or suspend action on a claim ("standardized denial codes"); and 3) a standardized Excel spreadsheet billing format. Although we encourage LMEs to begin using these products as quickly as possible, use of these standardized documents will be mandatory effective July 1, 2006.



We believe that the implementation of these standardized products will streamline processing of routine activities for both LMEs and providers. If you have questions regarding these matters, please contact Dick Oliver at Dick.Oliver@ncmail.net or by telephone at 919/733-1294.

Attachments

cc: Secretary Carmen Hooker Odom
Dr. Allen Dobson
Allyn Guffey
Dan Stewart
DMH/DD/SAS Executive Leadership Team
DMH/DD/SAS Staff
Rob Lamme
Rich Slipsky
Wayne Williams
Kaye Holder
Carol Duncan Clayton
Patrice Roesler
Coalition 2001 Chair

